

Dear Parent/Guardian:

The \_\_\_\_\_ School offers a choice of healthy meals each school day. Children may buy lunch for \_\_\_\_\_ and breakfast for \_\_\_\_\_. Children who qualify under U.S. Department of Agriculture guidelines may get meals free or at a reduced price of \_\_\_\_\_ for lunch and \_\_\_\_\_ for breakfast. All meals served must meet nutrition standards established by the U.S. Department of Agriculture. If a child has a disability, as determined by a doctor, and the disability prevents the child from eating the regular school meal, the school will make substitutions prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. Please note, however, that the school is not required to make a substitution for a food allergy, unless it meets the definition of disability. Please call the school for further information.

Your child can get free school meals if you get food stamps, Temporary Assistance for Needy Families (TANF) or benefits from the Food Distribution Program on Indian Reservations (FDPIR). If your total household income is the same or below the amount on the Income Chart, your child can get meals either free or at a reduced price.

**How do I get free or reduced price school meals for my child?** You must complete the Meal Benefit Form and return it to the school.

- ***Households getting food stamps, TANF, or benefits from FDPIR.*** You only have to include your child's name and case number, and an adult household member must sign the form.
- ***Households that do not get food stamps, TANF, or benefits from FDPIR.*** If you do not have a case number, you must include the names of all household members, the amount of income each person got last month and where the income came from. An adult household member must sign the form and include his or her social security number, or indicate that he or she has none.
- ***Households with a foster child.*** You must include the child's name and the amount of "personal use" income the child got last month, and an adult must sign the form.

**Will the form be verified?** Your eligibility may be checked at any time during the school year. School officials may ask you to send written evidence that shows that your child should get free or reduced price school meals.

**Can I appeal the school's decision?** You can talk to school officials if you do not agree with the school's decision on your form. You also may ask for a fair hearing by calling or writing to:

Phone: \_\_\_\_\_

Address \_\_\_\_\_

**Must I report changes?** If your child gets free or reduced price meals because of your income, you must tell us if your household size decreases, or if your income increases by more than \$50 per month or \$600 per year. If your child gets free meals because your household gets food stamps, TANF or benefits from FDPIR, you must tell us when you no longer get these benefits.

**Will information on my form be kept confidential?** We will use the information on your form to decide if your child should get free or reduced price meals. We may inform officials connected with other child nutrition, health and education programs of the information on your form to determine benefits for those programs or for funding and/or evaluation purposes.

**Can I apply for free and reduced price meals later?** You may apply for free and reduced price meals at any time during the school year. If you are not eligible now but have a change, like a decrease in household income, an increase in household size, become unemployed or get food stamps, TANF or benefits from FDPIR, complete a form then.

We will let you know if you are approved or denied.

Sincerely,